



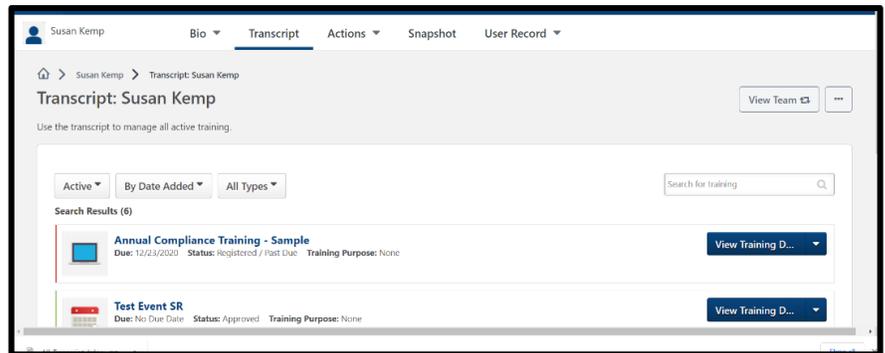
View Information About Your Team



1. From your own transcript, select the **View Team** button.
2. On the left side of the screen, a list of your team members appears. Select the team member by **selecting their name**.



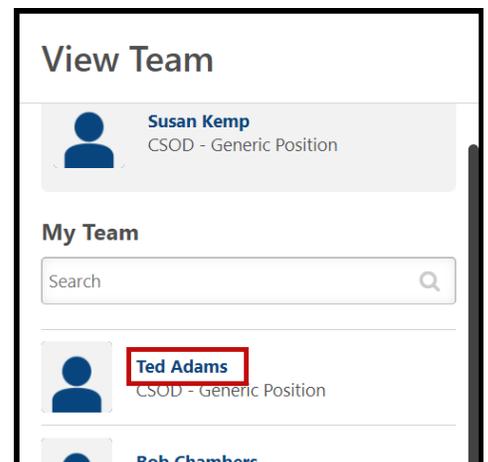
This will open their Transcript on the Active tab.



3. Team members who also manage a team will have a black arrow to the right of their names. **Select the black arrow** to view their team.



The list on the left side of the screen will now list your team member and their team members. **Select the name of the person whose transcript you'd like to view.**



4. To return to your own Transcript page, select the **Done button**  at the bottom of the list on the left side of the screen.